## How to customize the display field of Crew Information (Document)

Users can log in to the OLISS web side and click "Crew Management → Crew Information" in order to enter the crew information interface, click " Field Configuration of Crew Information". Tick the fields that need to be displayed in crew info list according to be the requirement, you can adjust the display order by dragging the mouse up and down. After the configuration is completed, click "Save".

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Select Configurable	e Fields										Configure Fie	ld Sorting(Dra	ag to Adjust)
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Fixed Field: Crew	Name I En	glish Name I Gend	er   ID   ID	Photo   Contact No. I	Birth Date   Cert.	Rank   Crew Gro	oup   Crew L	abel   Remari	ks				
	3、Tic	k the fields	that ne	ed to be displa	ayed in crev	v info list a	ccordin	q to be t	he requiremen	t, you can a	djust		
	the d	isplay order	by dra	gging the mou	ise up and	down. Afte	r the co	nfigurati	on is complete	d, click "Sav	e" 🔸	Save	Cancel

**Description:** 

1、After the configuration is completed, when viewing crew information list, only the fields and sorting that were selected will be displayed!

2. For the above functions, the company's administrator needs to tick the permissions of the corresponding roles in "Setting  $\rightarrow$  Role Authority", so that the relevant personnel can configure them.